

Deputy Chief, FBIB

10 April 1947

Administrative Officer

Administrative Meeting in [] office at 3:00 P. M.,
Wednesday, 9 April 1947

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The following notations constitute the highlights of the discussions held at the above mentioned meeting:

1. It was indicated that a fifteen day delay on reports from the Finance Division, quarterly expenditures, can be anticipated, the time required to correlate the material before release being the principal reason.
2. Policy on length of leave of CIG employees will be released from Personnel in the near future. []
[] is desirous of having no limit placed on the amount of leave an employee can take from that which he has accumulated.
3. The policy on length of time required for employees to serve overseas before being returned to this country will be on the order of two years to thirty months. Past commitments as well as those inherited from the War Department are excepted.
4. Soon to be released is the established policy on the issuance of executive type furniture. This memorandum will outline the classes of executive type desks and furniture correlated with the classification of positions entitled to such furnishings.
5. A desk audit cannot be expected for at least six months.
6. [] has advised [] that personnel is now being surveyed.
7. At this point expression was made by several of those in attendance that job descriptions be made available to the various branches. It was pointed out that Civil Service does not have job descriptions on CIG positions. This is due to agreement between Civil Service and CIG. For this reason, Personnel has felt, for security purposes and to satisfy Civil Service, that job descriptions be retained in P and A.

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Deputy Chief, FBI

- 2 -

10 April 1947

8. It was pointed out that even after present delays in procuring employees have been eliminated, it will still require approximately sixty days from time of instituting a personnel action on a new employee before he will be E. O. D. (entered on duty).

This constitutes practically every phase of the discussions during the meeting.

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